

Position Level and Title: Library: Library Director

Job Summary: Under the direct supervision of the Library Board of Trustee, administer the public library with responsibility and authority 1) For organizing and managing the operation of the library and 2) for planning, directing, coordinating, and promoting its program of service to the community. Serve as a liaison and work to coordinate efforts with municipal elected officials, the Lakeshores Library system, school district personnel, and other community organization leaders. This position includes significant decision-making and leadership responsibilities.

Specific responsibilities:

Administrative

- Demonstrate strong organizational ability, critical thinking and independent leadership skills.
- Act as the library's executive officer.
- Maintain appropriate levels of confidentiality in regard to patron library records, HR practices, and Board issues.
- Inform and advise the board in regard to policy issues on an ongoing basis. Implement policies established by the board.
- Train/orient staff members and new board members.
- Develop the annual library budget for review by the board and present it to local officials.
- Coordinate with the East Troy Department of Public Works Director and the East Troy Village Administrator on budget and physical plant issues.
- Manage and expend funds within established guidelines and accurately maintain financial records.
- Recruit, select, hire, supervise, and evaluate library staff.
- Prepare and post library board meeting agendas and necessary reports in cooperation with the Board President, and notify the Board of scheduled meetings.
- Complete the Wisconsin Department of Public Instruction Annual Report
- Work with the East Troy Village Administration and Lakeshores Library staff to prepare and submit any other necessary paperwork (e.g. "notice of exemption from county tax for library services: form, staff timecards)
- Attend Librarian Advisory Council meetings of the Lakeshores Library System as a representative of the Library.
- Locate, apply for and administer grants that may benefit the library.

Collection Development and Technical Services

- Develop the library's collection to ensure that the library maintains a current, relevant selection of materials that meet customer needs.
- Coordinate with Lakeshores Library System to ensure that all SHARE policies and procedures are followed.
- Coordinate the proper processing and cataloging of all new materials, to ensure that they are easily located by customers in the SHARE online catalog and on the shelves

#### Service

- Coordinate, execute and evaluate a long-range planning process involving major stakeholder groups.
- Develop and implement an ongoing library technology plan.
- Conduct ongoing evaluation of library programs and services.
- Provide assistance to the public at the circulation and reference desks, as needed.

#### Public relations and publicity

- Develop and administer the library's overall public relations plan (e.g. submit weekly news release to local papers, maintain website and Facebook account, make presentations to community groups).
- Work with other community groups (e.g. Chamber of Commerce and Family Resource Center) to cross-promote programs and services.
- Work with the Friends of the Library group to promote the Library, plan and carry out fundraising events, and responsibly spend funds collected.

#### Miscellaneous duties

- Represent the Library at the system level and actively participate in other professional library organizations.
- Maintain professional certification with the WI DPI by completing appropriate CE activities and submitting the necessary paperwork.
- Perform other duties as assigned by the Library Board.

#### Specific qualifications

- Demonstrate strong leadership skills working with library employees and community groups
- Ability to perform all aspects of customer service
- Ability to gather statistics, analyze information, and write reports
- Ability to perform basic cataloging
- Ability to direct and supervise the work of library personnel.
- Ability to communicate effectively to community groups and municipal leaders.
- Familiarity with public library technology and local IT infrastructure needs.
- Ability to maintain a regular and reliable work schedule.
- Reliable personal transportation.

#### Education and/or Experience required:

- Master of Library and Information Studies from an ALA accredited program preferred.
- Minimum: Bachelor's Degree including or supplemented by 12 semester credits of library coursework, suitable for a grade II director certification.
- Three years of public library work experience required, including some supervisory experience

#### Physical Requirements of the position responsibilities:

- Ability to sit, stand, walk, climb steps, stoop, bend, twist and reach.
- Ability to keyboard, write, file, and sort
- Ability to push a book cart or other object on wheels and weighing 60 to 80 pounds
- Ability to process, pick up, and shelve materials, occasional ability to lift up to 50 pounds.
- Ability to talk and hear well enough to use the telephone

#### Environmental/Work Conditions

- Flexible work hours, with some weekend and evening hours included

*This document has been prepared to assist in defining job responsibilities, skills needed, physical demands, and work conditions. It is not intended as a complete list and it is not intended to limit the right of the Library Board to direct the work of the Library Director. The Library Board retains all rights to change, modify, amend, add to, or delete from, any section of this document as they deem, in their judgment, to be proper.*

*The East Troy Lions Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Approved May 10, 2016